

6 May 1976

Honorable George Bush  
Director of Central Intelligence  
Washington, D. C.

Dear George:

As your CFI staff gears up for the long haul, we here in Defense want to prepare ourselves to be as helpful as possible.

I don't want to get into details, but here are some principles or guideposts under which we, at least, will be able to be relatively effective.

1. The best opportunities for good staff work occur when schedules and agendas are widely and reliably known in advance of meeting times. It would be helpful if CFI meetings were scheduled, say, for the first and third Thursdays of each month (with ad hoc meetings occurring in between, as required).

2. Then, under such a schedule, pre-meeting briefings of principals could take place the previous Tuesdays.

3. Normal staffing of agenda items should be closed by noon on the Friday preceding each meeting. This would give time for fully completed staff work and suitable preparation of principals.

4. We feel that we would be ready, here in Defense, to designate a fulltime focal point for CFI matters -- as soon as similar coordinating offices exist in the NSC staff and Admiral Murphy's staff.

Warm regards.

Sincerely,

Robert Ellsworth